

MONTANA FISH, WILDLIFE & PARKS

INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Marina Matheson, Cooney State Park Manager

ADDRESS: 86 Lakeshore Rd

CITY: Roberts

STATE: MT

ZIP: 59070

PHONE: 406-445-2326

EMAIL ADDRESS: mmatheson@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 4, 2019

APPLICATION DEADLINE: Friday, March 1, 2019 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Cooney Intern

OF POSITIONS: 1

LOCATION(S): Cooney State Park

WORK START/END DATES: 6/1/2019- 8/24/2019 (12 weeks)

HOURS/WEEK: 40

TRAINING/ORIENTATION DATES: 6/1/2019, First Day of Internship

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

\$10.00/hour

Uniforms will be provided.

Vehicle will be provided for work related duties at the park.

Campsite with full hookups available as housing.

POSITION DESCRIPTION:

The Cooney intern will assist in maintaining and promoting the Cooney Trails Program.

This includes some groundskeeping, such as mowing, trimming, weed control, and signage maintenance on the trails. In addition, the intern will complete rotation assignments assisting various park staff to gain a deeper understanding of the wide spectrum of park operations such as; assisting the lead ranger by collecting fees, answering questions and informing visitors about the rules and regulations of the park, the maintenance foreman in infrastructure problem solving and the park manager in preparing weekly safety tail gate sessions.

The intern will be required to complete the following deliverables:

1. Create a brochure/map describing each of the trails available at the park that will be available to the public in each of the parks' informational kiosks.
2. Provide four (4) guided hikes, one each Sunday morning in July, for the public.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION: UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

- Skills & Abilities: Applicant should be able to communicate effectively by oral communication and written communication. Must be able to use computers effectively to include: Word, Excel & Outlook.
- Suggested/Required Majors: Parks and Outdoor Recreation, Natural Resource Management, Biological, Natural or Earth Sciences, Forestry, Range Management, Environmental Education/Science, Public Relations, Education, Landscape Architecture, or related areas of study.
- Knowledge Needed: Must be enrolled in College and have a High School Education

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Applicant must submit: Resume, Cover Letter and 3 work/professional related references

- Please include: trainings, special skills, certifications, interests/hobbies
- Send to contact person listed above via email or postal service

ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

Free camp spot with full hookups available.